

**Town of Foxborough
Conservation Commission Minutes
February 27, 2012**

Members Present: Robert Boette (Chair), Allan Curtis (Vice Chair), Eric Nelson (Clerk), James Marsh and Valerie Marshall
Absent Douglas Davis, Judith Johnson
Staff Present: Jane Sears Pierce, Conservation Manager and Lee Ann Tavares, Secretary
Others Present: See attached sign-in sheet

Meeting Opened

Bob Boette opened the meeting, held in the Andrew A. Gala Jr. Meeting Room, at 7:00 p.m.

Continued NOI, 86 Ridge Road, DEP #157-502, Yan Fisher

Motion was made by Allan Curtis to continue the hearing to March 19, 2012 at the applicant's request, seconded by Eric Nelson. **Vote: 5-0-0**

Conservation Vehicle

Jane reported that the Debbie Giardino, Recreation Department, had asked her about using the Commission's town truck, mostly during weekends. She said that she would pay for any gas used, as well as share in the vehicle's upkeep/repair expenses. Jane distributed copies of the Town's draft Vehicle Use Policy, advising that she had forwarded it to Debby via email, saying that the policy would be a good one to follow, regarding sharing the vehicle. Jane told Debby that she would be happy to share the truck, but wanted it to remain in town. The Commission agreed.

Conservation Rental Properties

Currently the rent received goes directly into the Town's General Fund, which does not leave the Commission with any money for needed/required repairs. The Recreation Department deposits all of their rental income into a revolving fund.

Bob reviewed his and Jane's recent meeting with Randy Scollins, Finance Director. They asked him about the upcoming CIP meeting and, specifically, how to request capital funds to pay for supplies to renovate 87 North Street (SE Regional Technical High School would be providing the labor). They also wanted to know how the Commission could start to use the same type of rental income revolving fund that the Recreation Department uses. Randy stated that for FY13 planning purposes, they had anticipated/projected \$20,200 in rental income, but anything over that could go into a Revolving Fund, created after \$20,200 was received. The Commission needs to speak to the Town Administrator about depositing their rental income into a revolving fund to help maintain their rental houses.

Val explained her file review findings regarding the two Lane properties (87 and 89 North Street). She said that she was concerned about insurance, since it appeared that the renters didn't maintain their insurance as required by the lease, with the exception of 89 North Street during 2006-2007. She also wondered about the caretaker requirements, saying that she didn't know how legal this was, but this was something to go over as to strategies. Val stated that the Commission should meet as a subcommittee to discuss how to proceed.

Lee Ann indicated that she had contacted two local real estate companies, both of which were available to assist the Commission in marketing the property. She said that both of their fees were the same: equal to one month's rent.

Warrant Articles

The Town Administrator would like the Commission to attend the Selectmen's meeting on Tuesday February 28, 2012 to discuss two warrant articles, having to do with Oak Street. An Oak Street property is currently on the market and the estate's lawyer has filed the two articles in order to get clear title to the property and release/remove a right of way through the property as well as an old Oak Street easement. Jim indicated that he would attend the meeting on the Commission's behalf.

Potential Future Programs

The Commission would like Jane to host another vernal pool workshop this spring; Jane will prepare the flyers.

Bill Hocking Memorial Dedication

Bob is working with the Garden Club on the dedication. The Commission expressed their gratitude to the Highway Department for the wonderful job they did cleaning up the Sallie conservation property's parking area.

Article IX Regulations

Jane presented a draft of the Article IX regulations for the Commission's review. Val recommended changing some of the wording, as it was difficult to understand. Jane explained that the Commission would need to advertise a legal notice for the Regulations' review at least 48 hours (two business days) before the hearing date. This will be discussed further during the March 5th meeting.

MACC Annual Conference

Eric, Jim and Jane will attend the conference on March 3, 2012 at Holy Cross.

YMCA Garden Project

Jane was contacted by Jane Sherlock, YMCA VP of Innovation and Healthy Living regarding a new home for their garden project. Jane was concerned about devoting time to this when she had so many projects to attend to, saying she just didn't have any extra time. Bob suggested she contact the Recreation Department to see if they had any places that might work for the project

February 13, 2012 Minutes

Motion was made by Allan Curtis to accept the February 13, 2012 meeting minutes as distributed; seconded by Eric Nelson. **Vote: 5-0-0.**

New Filings Distributed to Commissioners

- Notice of Intent – 15 Kendall Drive (The applicant was in the audience during the meeting.)

Meeting Adjourned

Motion was made by Allan Curtis to adjourn; seconded by Eric Nelson. **Vote: 5-0-0**

The meeting adjourned at 8:37 p.m.

Respectfully submitted,

Eric Nelson, Clerk

Draft minutes submitted by Lee Ann Tavares: 2/28/12

Reviewed by Jane Sears Pierce: 4/09/12

Approved by Commission: 4/23/12

Documents, Not Referenced Above, Reviewed During Meeting

Attached Documents:

1. Agenda, February 27, 2012
2. Meeting Sign In Sheet

Location of Other Documents:

3. Manager's Report, filed in Manager's Report binder in Conservation Commission's office.
4. Draft Foxborough Vehicle Use Policy
5. Article IX Draft Regulations